



County of Galveston

Human Resources

JOB POSTING NOTICE

Galveston County is seeking a new Compliance and Procedures Analyst for the Auditors Office!

The right candidate will ensure compliance with governmental accounting standards.

JOB TITLE: Compliance and Procedures Analyst

DEPARTMENT: Auditors Office

HOURLY RATE: N/A

JOB GRADE: N/A

OFFICE ADDRESS:

722 Moody Avenue
Galveston, Texas 77550

OFFICE HOURS:

8:00am to 5:00pm,
Monday – Friday

WEBSITE: <http://www.galvestoncountytexas.gov/hr/Pages/Jobs-Online.aspx>

BENEFITS:

- Medical
- Dental
- Vision
- Disability
- TCDRS Retirement
- AUL Alternate Plan

TO APPLY:

To apply please visit our website: <http://www.galvestoncountytexas.gov/hr/Pages/Jobs-Online.aspx> and fill out our online application or apply in person at 722 Moody, 3rd Floor Human Resources Office.

QUALIFICATIONS/REQUIRED SKILLS

- College degree in accounting preferred or a college degree in finance (or related major) accepted with accounting as minor
- Exceptional written and oral communication skills
- Specialty training in IT computer science and auditing using CAAT's a plus
- 3+ years of experience in auditing or government accounting preferred
- Knowledge of generally accepted governmental accounting and auditing principles
- Knowledge of business process evaluation and improvement techniques
- Knowledge of preparation and interpretation of statistical, technical, and narrative reports
- Must be proficient working with computer programs (MS Office)
- Must pass Criminal Background check and possess a valid Texas Driver's License

Preferred Skills (NOT Required):

- Prior experience working in county, city, or non-profit organizations
- Ability to express ideas and information clearly and effectively
- Keeps management informed of potential issues
- Conveys a positive and professional image
- Team building experience is a plus but not required
- Experience in large-scale government billing, budget development, bookkeeping and accounting preferred

RESPONSIBILITIES INCLUDE

- Develop, write, and maintain accurate, complete, and effective Accounting Procedures
- Develop, design, and maintain correct, complete, and easy to complete County Auditor Forms
- Analyze and document current desk procedures and recommend changes to improve accounting processes
- Develop monthly, quarterly, annual and period reporting formats for reports issued by the County Auditor
- Monitor the fiscal month-end and year-end closing
- Provide accounting guidance and coordination of County Auditor requirements
- Able to report regularly for work and be on time.
- Performs other duties as assigned by supervisor

Date Posted:

11/7/2018

ADA/Equal Employment Opportunity Employer/VETS WELCOME